

COMMITTEE GUIDELINES

(Adopted: 12/13/1989)

(Revised: 5/93)

(Revised: 5/24/06)

Appointments

Appointments are generally made by the Board of Selectmen after a vacancy(s) has been duly advertised.

Swearing-in

All members of all committees must be sworn in by the Town Clerk prior to first meetings and before the commencement of each term for re-appointed members. Members of multiple committees must be sworn in for each committee.

Resignations

Resignations should be submitted, in writing, to the Town Clerk who will notify the Board of Selectmen of the resignation.

Designation of Officers

When appropriate (new committee, annually, or bylaw) a committee must elect by majority vote its officers, typically, a Chair, Vice-Chair, Secretary and, if needed, a Treasurer. This information shall then be forwarded in writing to Town Administration no later than August 31 of each year.

Charge

When creating a committee, it is usual for the Board of Selectmen to specify a committee's charge, membership and duration. After officers are elected, the committee may propose to refine its charge to include the ultimate objective(s) of the committee and an established timetable for accomplishing this objective (unless the committee is established as an on-going committee). The committee's proposed charge shall then be submitted to the Board of Selectmen for consideration.

Dissolutions

Except in the case of any committee created for a specified duration, after the committee has completed its charge, the Board of Selectmen may dissolve the committee.

Quorum/Attendance

Unless otherwise specified, a quorum shall be composed of a majority of the members of a committee. No business may be conducted and no votes may be taken by the members of the committee unless a quorum is present. If the committee notes that certain members consistently do not attend meetings or that there is difficulty obtaining a quorum, the Board of Selectmen may follow the provisions of the Charter regarding removal of committee members. It is the committee's responsibility to make the Board aware of problems of this nature in order that the problem may be

addressed. Each committee shall keep an annual roster of the attendance of members consistent with the minutes.

Open Meeting Law

All members of committees should receive a copy of the Open Meeting Law from the Town Clerk's office when they are sworn in.

Posting

All meetings of a committee must be posted with the Town Clerk at least 48 hours prior to the meeting (excluding Sundays and holidays). Notice posting forms are available at the Town Clerk's office. If meetings will take place in the Selectmen's Conference Room, they must be scheduled on a calendar located in the Town Administration office.

Robert's Rules of Order

This procedural reference, although oriented toward large groups, is the reference guide to the conduct of committee business. It is available for review in the Town Administration office.

Minutes

All committees must keep a record of every meeting. Minutes need not be lengthy, but shall include meeting date, time, location and members of the committee present, as well as any actions, decisions or votes taken by the committee. All minutes must be filed with the Town Clerk in a timely fashion after they have been approved by the committee. In addition, minutes may be emailed to twnclerk@nantucket.net.

Record Keeping

All minutes and committee-related correspondence, including memos from the Town Administration office regarding terms and membership, etc should be retained in a file kept by the committee.

Vacancies/Term Expirations

If members of the committee have established terms, they may apply for re-appointment to the Board of Selectmen when their term has expired if they wish to continue serving on the committee (unless otherwise prohibited). The Town Administration office will advertise vacancies in the newspaper as needed.

Please direct any questions to the Town Administration office at 508-228-7255